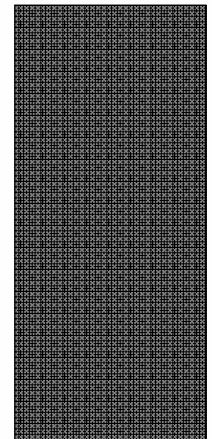


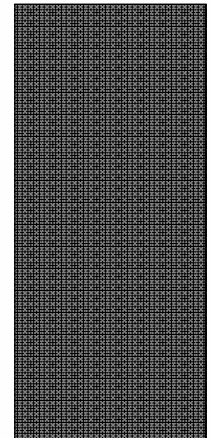
RECORDS OF ENDURING VALUE

SESSION 4 OF 7 ON RECORDS MANAGEMENT



SESSION GUIDELINES AND GENERAL INFORMATION

SESSION 4 OF 7 ON RECORDS MANAGEMENT



PRESENTER(S)

Karen Gray

Records Analyst

(Records Retention Schedules and Imaging – State Agencies)

Archives and Records Management Branch

And / or

Jerry Lucente-Kirkpatrick

Records Analyst

(RM Training; Retention Schedules and Imaging – Local Agencies)

Archives and Records Management Branch

And / or

Melanie Sturgeon

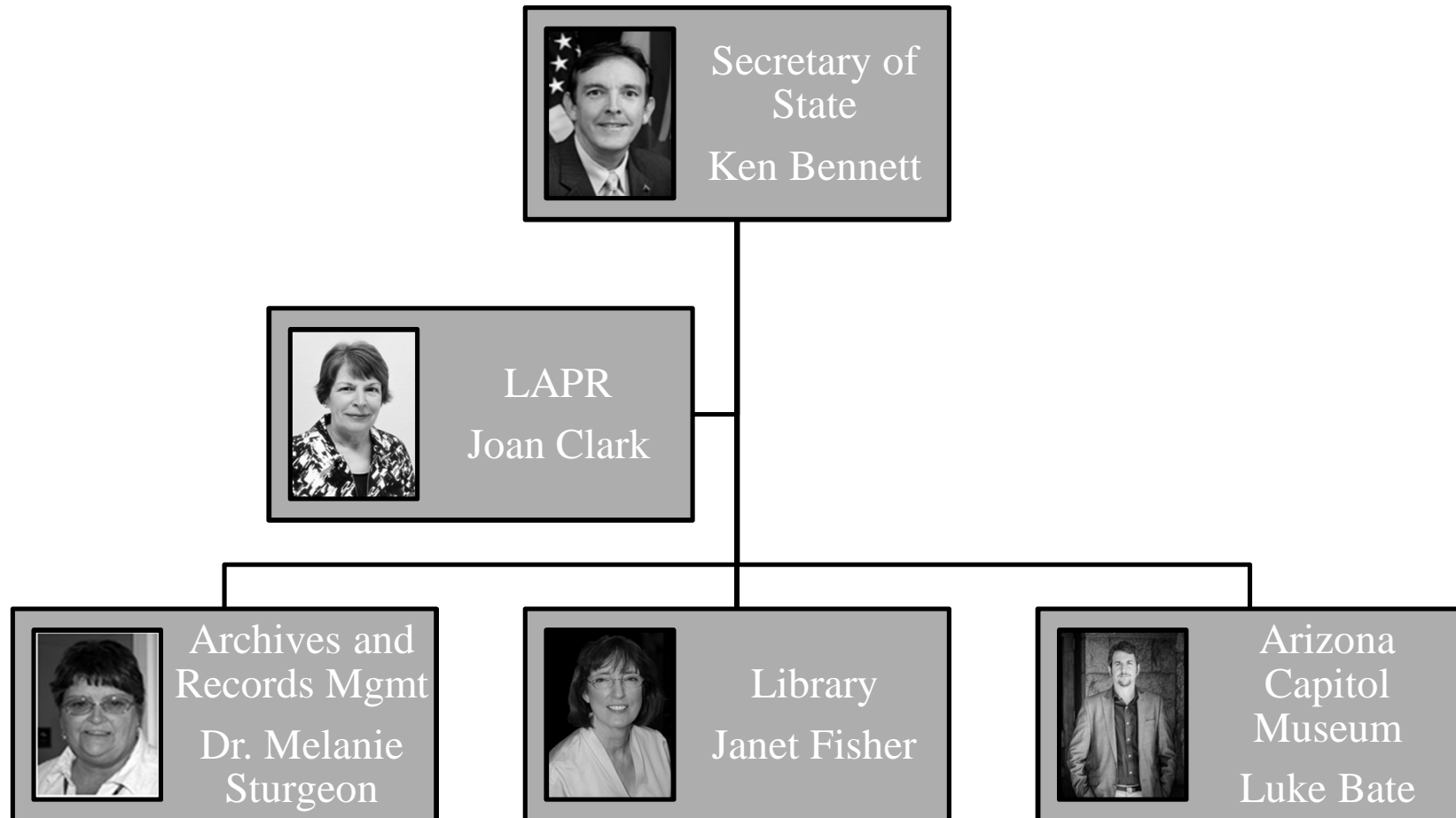
State Archivist

Archives and Records Management

Library, Archives and Public Records

Arizona Secretary of State

LIBRARY, ARCHIVES AND PUBLIC RECORDS (LAPR) ORGANIZATION AS A STATE AGENCY



LAPR WEBSITE

http://www.azlibrary.gov/Default.aspx

Arizona State Library, Archives and Public Records
A Division of the Secretary of State

PROVIDING ACCESS
Preserving Arizona

Arizona State Library, Archives and Public Records
A Division of the Secretary of State

AZ.GOV
Arizona's Official Web Site

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Home
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Braille and Talking Book Library
Carnegie Center
History and Archives
State Library of Arizona
Library Development
Museum
Records Management
Digital Government
Collections and Programs
Events
Statewide Programs
Secretary of State

Volunteer Opportunities Aboard

A volunteer at the Braille and Talking Book Library records an audio book. The State Library Divisions offer a wide variety of volunteer positions. Develop your skills, learn something new, make friends, make a difference.

For more information, visit
<http://www.azlibrary.gov/braille/volunteer.aspx>

TOOLS FOR TOUGH TIMES
LIBRARY CATALOG
ARIZONA RESIDENT ONLINE INFO
STATE EMPLOYEE ONLINE INFO
ARIZONA MEMORY PROJECT
CULTURAL INVENTORY PROJECT
FEDERAL GOVERNMENT INFORMATION
REGISTER TO VOTE

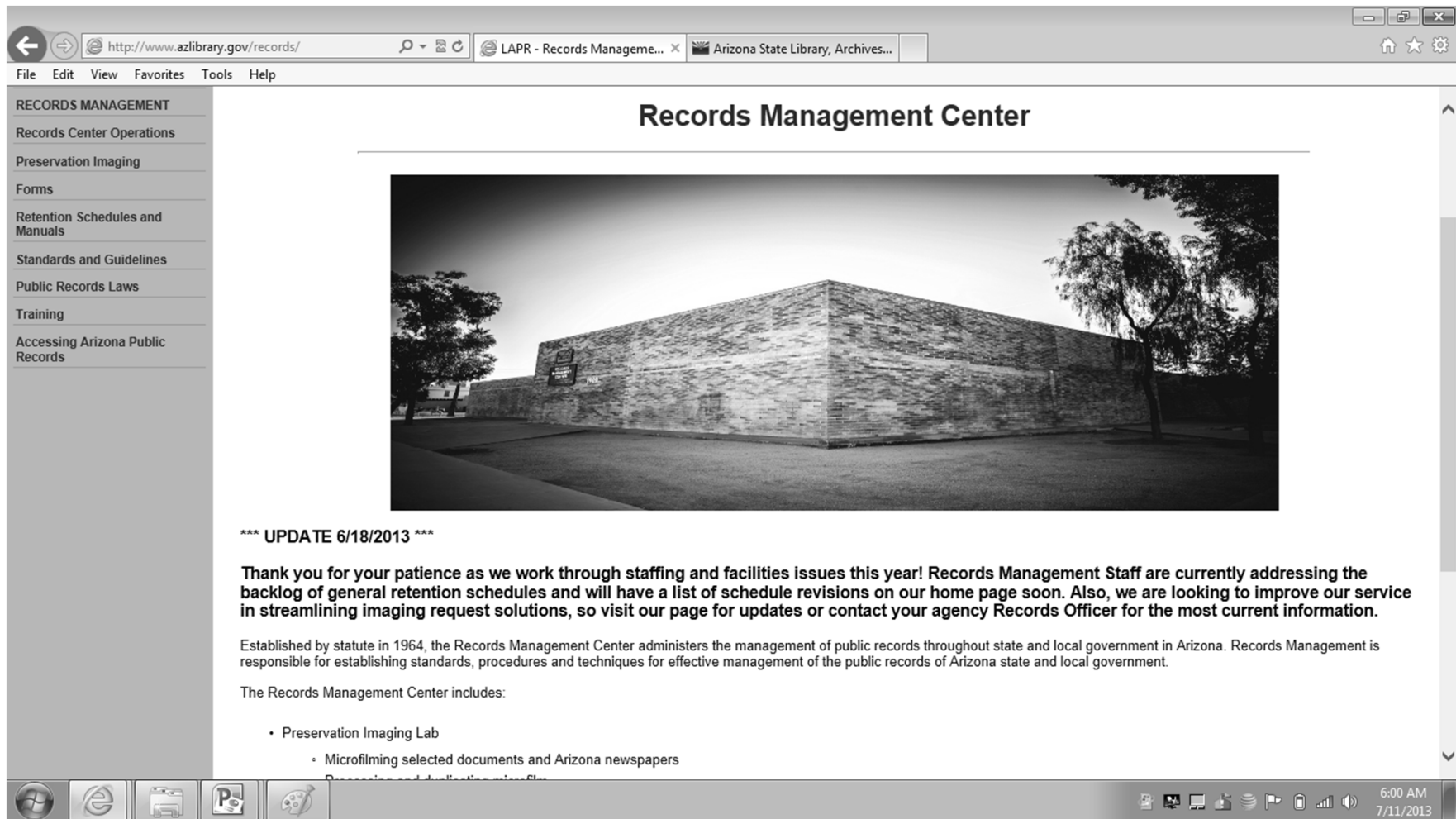
Search Our Catalog Link

Arizona libraries hold 8.5 million books, 591,000 sound recordings and 672,000 videos

http://asla.ent.sirsi.net/client/default/?

5:58 AM
7/11/2013

RECORDS MANAGEMENT CENTER WEBSITE




The screenshot shows a web browser window with the address bar displaying <http://www.azlibrary.gov/records/>. The browser has two tabs: "LAPR - Records Manage..." and "Arizona State Library, Archives...". The website's navigation menu on the left includes: RECORDS MANAGEMENT, Records Center Operations, Preservation Imaging, Forms, Retention Schedules and Manuals, Standards and Guidelines, Public Records Laws, Training, and Accessing Arizona Public Records. The main content area is titled "Records Management Center" and features a large black and white photograph of a modern, angular brick building. Below the photo, there is an update notice dated 6/18/2013, a thank you message regarding staffing and facilities issues, a paragraph about the center's history and mission, and a list of services including the Preservation Imaging Lab and microfilming of documents and newspapers. The Windows taskbar at the bottom shows the time as 6:00 AM on 7/11/2013.

http://www.azlibrary.gov/records/ LAPR - Records Manage... Arizona State Library, Archives...

File Edit View Favorites Tools Help

Records Management Center



*** UPDATE 6/18/2013 ***

Thank you for your patience as we work through staffing and facilities issues this year! Records Management Staff are currently addressing the backlog of general retention schedules and will have a list of schedule revisions on our home page soon. Also, we are looking to improve our service in streamlining imaging request solutions, so visit our page for updates or contact your agency Records Officer for the most current information.

Established by statute in 1964, the Records Management Center administers the management of public records throughout state and local government in Arizona. Records Management is responsible for establishing standards, procedures and techniques for effective management of the public records of Arizona state and local government.

The Records Management Center includes:

- Preservation Imaging Lab
 - Microfilming selected documents and Arizona newspapers

GENERAL GUIDANCE FOR ON-LINE SESSIONS

1. Please remember that while you are in the on-line classroom, all other participants **can hear everything** you say (even in the background), and **can see everything** you write on the whiteboard.
2. I will be muting All participants to help with sound distortion.
3. Please make sure that all phones are muted during the sessions. **Press *6 and your phone will be muted.**
4. Feel free to submit notes during session for discussion. If you would like to **send a note / comment**, please **send to “all”** so that everyone can see the question and then hear the answer to that question.
5. Please raise your hand if you wish to speak
6. Take a vote: How many of you are participating in today’s session with a group of co-workers?
7. If so, how many of you are there in your group? (Send # as a note)
8. At the end of the training, **I will be taking questions**. Write down any questions you have during the session, and **we will have an opportunity to ask them at the end.**

ALL RECORDS MANAGEMENT IN ARIZONA IS GOVERNED BY ARIZONA REVISED STATUTES (ARS)

- In Arizona, **everything that we do** in Records Management is governed by Arizona Revised Statutes (ARS).
- The ARS that govern Records Management are:
 § 41-151.14 – §41-151.19
 and
 Portions of **§39-101 – §39-128**
- The purpose of this training today is to discuss the management of electronic records.

WHAT IS A "RECORD"

41-151.18. Definition of records

In this article, unless the context otherwise requires:

- **"records"** means all books, papers, maps, photographs or other documentary materials,
- **Regardless of physical form or characteristics**, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-151.16,
- **Made or received by any governmental agency** in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor
- **As evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained in the record**, and includes records that are made confidential by statute.

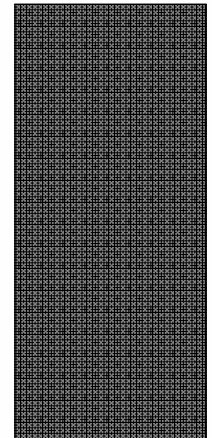
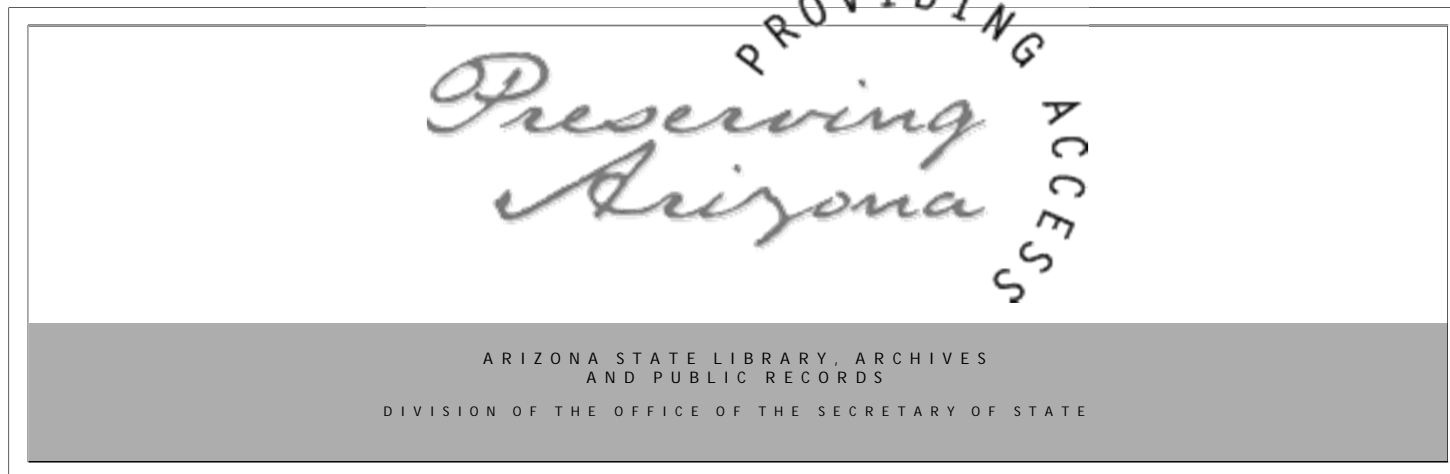
WHAT IS NOT A RECORD

41-151.18. Definition of records - continued

Not included within the definition of records as used in this article:

- **Library or museum material** made or acquired solely for reference or exhibition purposes,
- **extra copies of documents preserved only for convenience of reference**
- **and stocks of publications or documents intended for sale or distribution to interested persons**

HISTORY AND ARCHIVES DIVISION



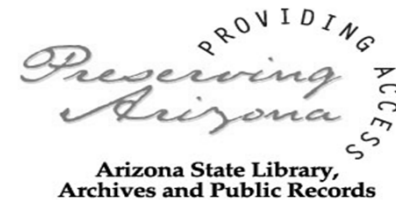
RECORDS OF ENDURING VALUE

Arizona's State Archives

Our mission is to identify, acquire, preserve and make available the permanent public records of Arizona.

The Archives preserves information of Arizona government to promote research, encourage the study of Arizona history and provide leadership and assistance to organizations and individuals responsible for historical records.

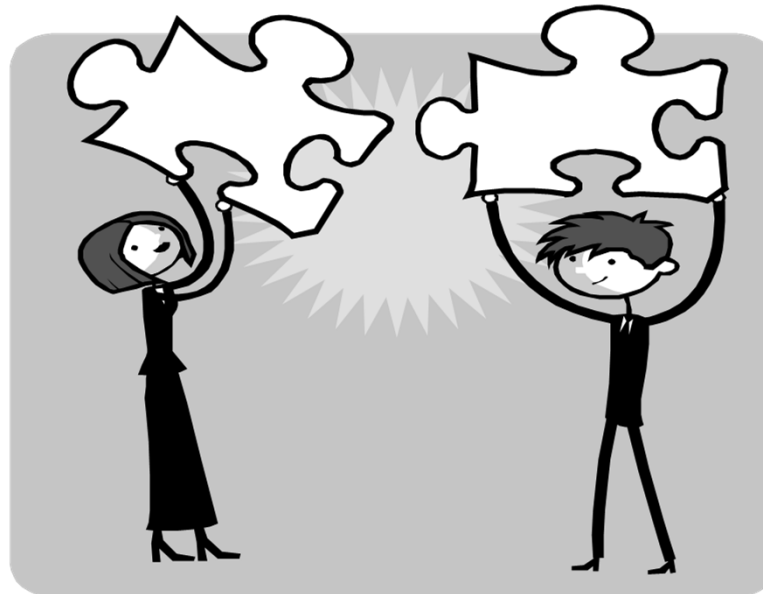
Melanie Sturgeon, History and Archives Division



ARIZONA'S GOVERNMENT RECORDS OF ENDURING VALUE (PERMANENT RECORDS) RESIDE IN:

- LARGE AND SMALL STATE AND LOCAL GOVERNMENT AGENCIES AND OFFICES
- THE STATE ARCHIVES
- LARGE AND SMALL HISTORICAL SOCIETIES
- PRIVATE COLLECTIONS

WE EACH HAVE PIECES OF THE PUZZLE THAT MAKES UP OUR HISTORY.



POLLY ROSENBAUM ARCHIVES & HISTORY BUILDING

- Houses the State Archives (aka History and Archives Division of the Arizona State Library, Archives, and Public Records



ARIZONA'S STATE ARCHIVES

- Mandated to collect, preserve, and make accessible the records of Arizona and its government
- **(ARS §41.151.09)**



STATE ARCHIVES WORKS WITH STATE AND LOCAL GOVERNMENT OFFICES

- Help appraise records for historical value
- Help inventory permanent records
- Training on storage and preservation of records
- Provide training and consulting on electronic records
- Emergency and disaster planning and recovery

CERTIFYING RECORDS

ARS §41-151.05

A. Duties of the Director

4. Certify copies from books, documents or other archival or public records which have been deposited in the custody of the state library.

The fee for certification shall be the same as prescribed for the certification of records by the secretary of state. These fees shall be transmitted to the state treasurer for credit to the state library fund established by section 41-151.06. **These certificates have the same force and effect as if made by the officer originally in charge of the record.**

WE COLLECT RECORDS FROM ARIZONA'S:

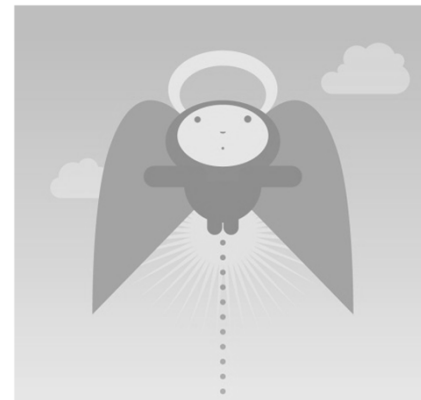
- Executive branch
- Legislative branch
- Judicial branch
- County and municipal governments
 - Boards, Commissions, Special Districts
- Some private individuals

ARCHIVES AND RECORDS MANAGEMENT

- RMC stores permanent and non-permanent records until their retention time met (Purgatory)



- Permanent and historical records go to Archives after retention time met (Heaven)



WHAT ARE RECORDS?

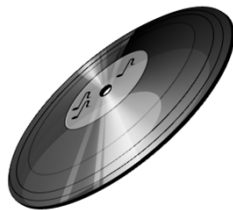
- Evidence of our activities and relationships
- Provide information about associated people, organizations, events, and places
- Anything can be a record!

Paper

Photographs

Maps

Film

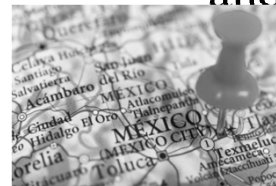


Tapes

Leather

Electronic

and more




WHY SAVE RECORDS?

- Make government accountable to its citizens
- Provide evidence about public policies and programs
- Protect or verify individuals' rights and entitlements.
- Provide information about the important people, issues, places, and events that make up the story of Arizona's history.

[illegible]

ARIZONA RANGERS



To all whom it may concern:

This is to Certify that O.P. Nichols
a Private of the Arizona Rangers, who was
enlisted the 28 day of January one thousand nine
hundred and Nine to serve One Year
is hereby Honorably discharged from the service of the Territory in
consequence of An Act of the 28th Legislature (Repeal)
Given under my hand at Faco this 15th day
of February one thousand nine hundred and Nine
Harry G. Wheeler
Service Ranger and Faithful Captain Arizona Rangers

CHARACTER
Excellent

Respectfully,
Sgt. J. A. Smith
Harry G. Wheeler
Commanding Company

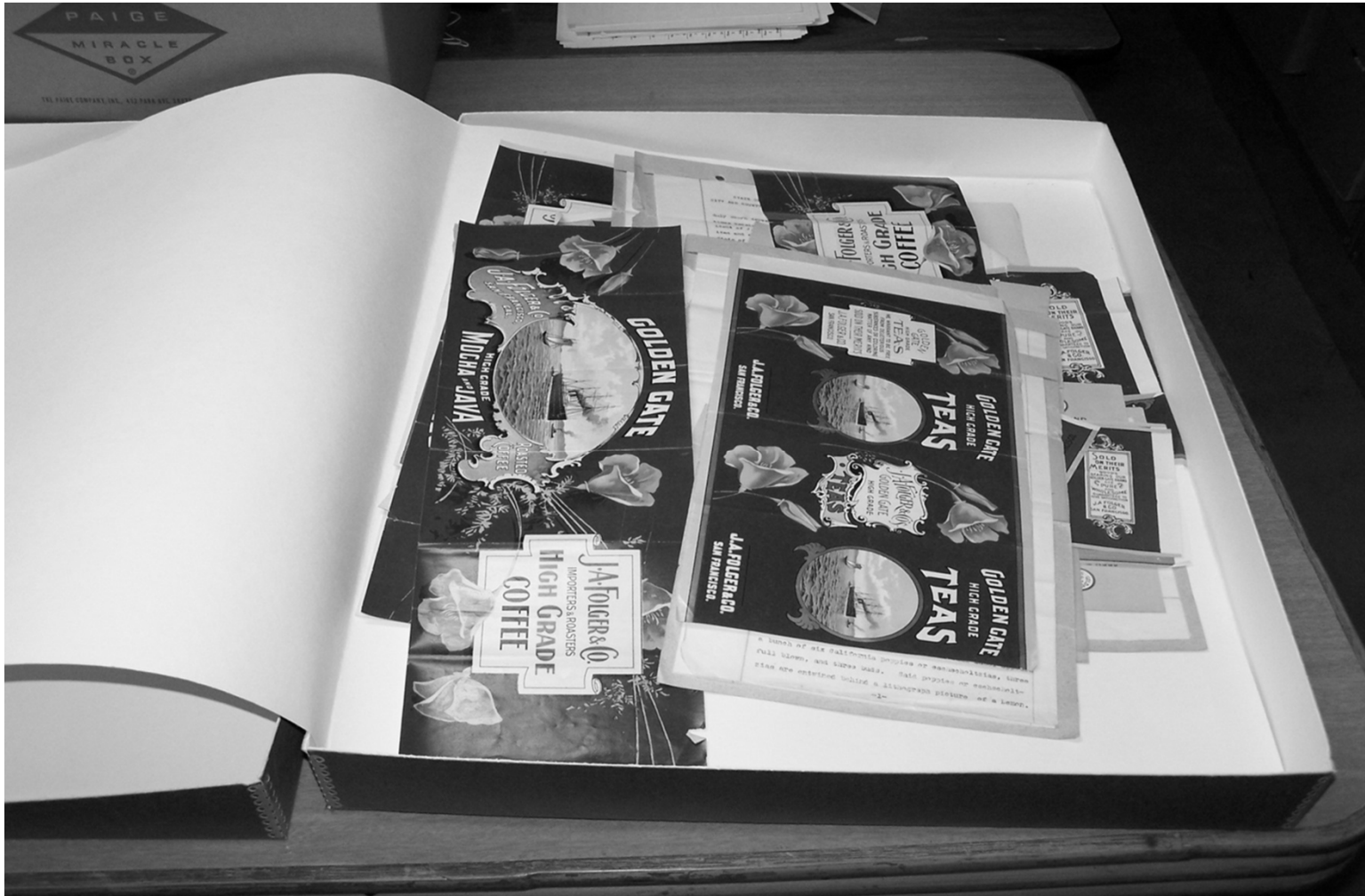
PRESERVING ARIZONA'S RECORDS OF ENDURING VALUE

- Photographs
- Documents
- Maps
- Film and recordings
- Electronic records

PHOTOGRAPHS



TRADEMARKS IN FOLDER AND BOX



IS THIS HISTORICAL?

Records are deemed historically significant when they:

- Document a controversial issue
- Document a program, project, event or issue that results in a significant change that affects the local community, city, county or state
- Document a program, project, event or issue that involves prominent people, places or events
- Document a program, project, event or issue that resulted in media attention locally, statewide or nationally

HISTORICALLY SIGNIFICANT RECORDS

- AZSCAM
- SB 1070
- Central Arizona Project
- Town Ordinance outlawing houses of ill repute



Form 2000-66-D
Rev. Nov. 59

CITY OF PHOENIX, ARIZONA
POLICE DEPARTMENT

Witness/Suspect
Statement

SUBJECT: RAPE D.R. 63-08380

STATEMENT OF: ERNEST ARTHUR MIRANDA

TAKEN BY: A. Cooley #413 - W. Young #192

DATE: 3-13-63 TIME: 1:30 PM PLACE TAKEN: Inter Rm #2

I, Ernest A. Miranda, do hereby swear that I make this statement voluntarily and of my own free will, with no threats, coercion, or promises of immunity, and with full knowledge of my legal rights, understanding any statement I make may be used against me.

I, Ernest A. Miranda, am 23 years of age and have completed the 8th grade in school.

AM: Took a girl walking up street
stopped a little ahead of her got
out of car walked towards her grabbed
her by the arm and asked to get in
the car. Got in car without force
tied hands & ankles. Drove away
for a few miles. Stopped asked to
take clothes off. I did not, asked me
to take her back home. I started to
take clothes off her without any
force, and with cooperation. Clothed
her to lay down and she did.
could not get penis into vagina
got about 1/2 (half) inch in. Told
her to get clothes back on. Drove
her home. I couldn't say I was
sorry for what I had done. She told
her to say a prayer for me. A.M.

I have read and understand the foregoing statement and hereby swear to its truthfulness.

WITNESS: Arnell Cooley
Wilfred M. Young #192

PROSECUTOR
CONFIDENTIAL

WHAT HAPPENS TO THOSE RECORDS YOU SEND TO US?



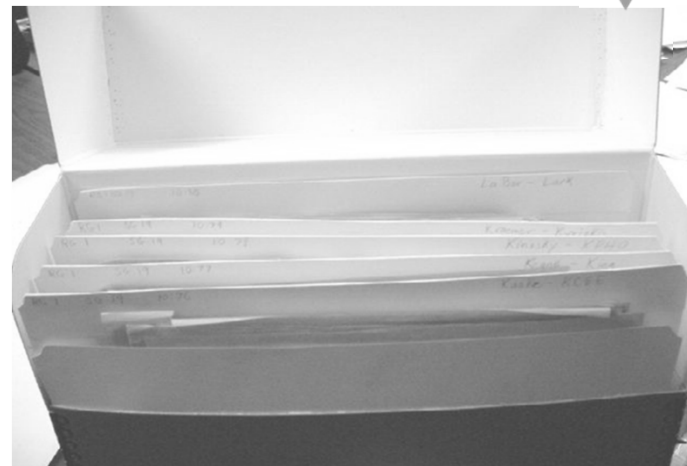
WHAT HAPPENS TO RECORDS?

- Appraisal
- Arrange and describe records
- Provide reference services
- Preservation

From this:



To this:



IN THE BEGINNING THERE IS CHAOS!



Many of our collections come in like this.

THE UGLY: NEEDS CONSERVATION



THE BAD: NO DISCERNIBLE ORDER



ACCESSION THE RECORDS

- Transfer Documentation
 - Chain of Custody
 - Admissibility in a Court of Law
 - Transfer of legal ownership
 - Maintain Provenance and Original Order
 - Must be signed by Originating Agency
- Arrange secure and safe transfer of physical records

ACCESSION THE RECORDS

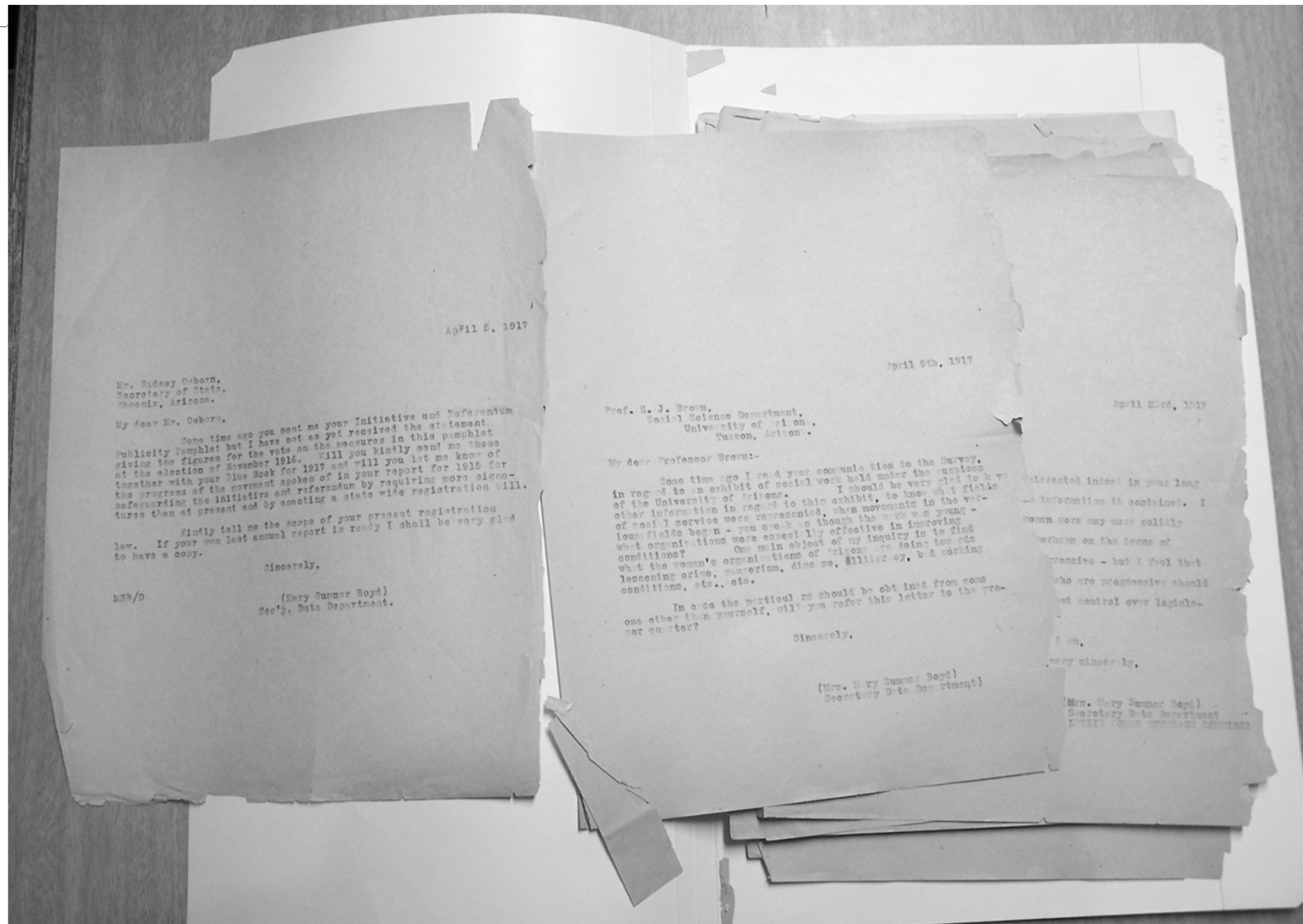
- How many?
 - Boxes
 - Volumes
 - Microfilm
 - Photographs
 - Maps
 - Electronic
- Identify record groups

ACCESSION THE RECORDS

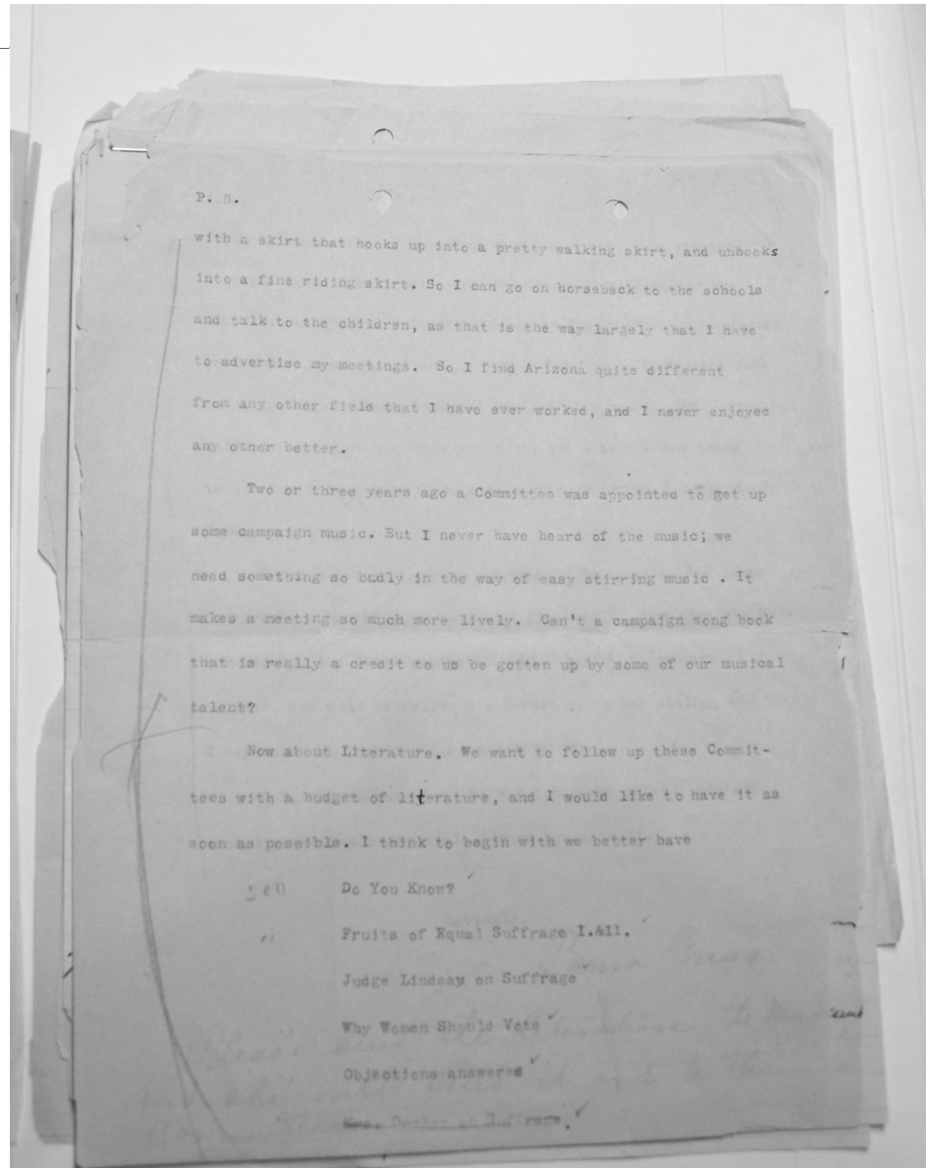
- Where did the records come from?
- Who created the record?
- Date range of the records?
- What is the condition of the records?
- Level of processing needed?



CONSERVATION: DISINTEGRATING PAPER



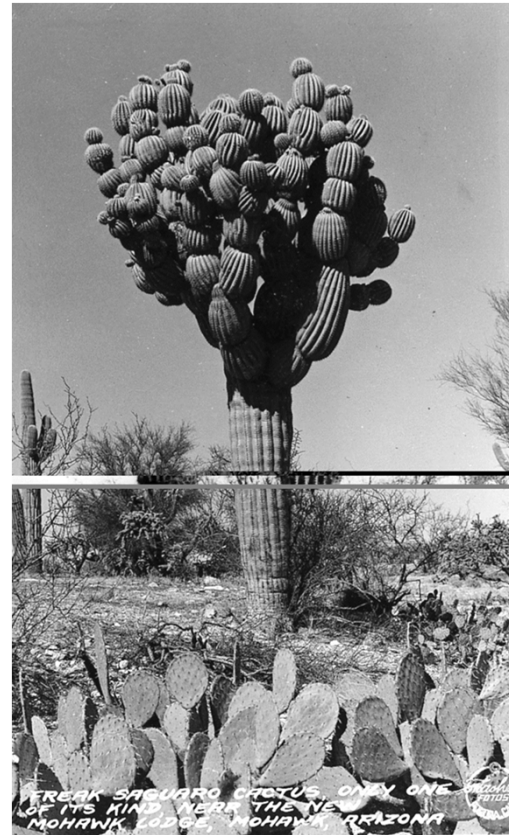
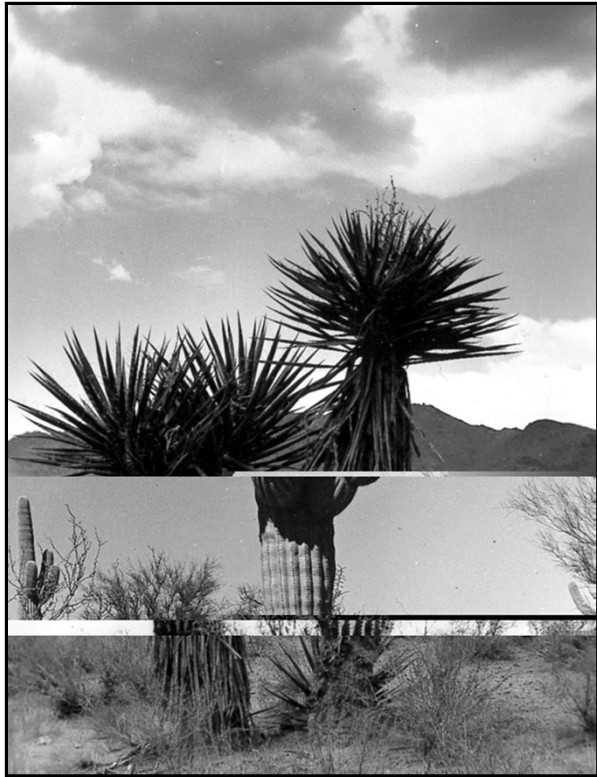
ACIDIC PAPER WITH DAMAGE



THE GOOD!



CD / DVD STORAGE = GOOD????



- Preservation pitfalls: These images were scanned from photographs and “burned” to a CD 5 years ago.

Suffrage Originals Very Fragile
Use Photopies as possible.
Keep double - folders.

срт

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

WE DESCRIBE AND INVENTORY RECORDS TO MAKE THEM ACCESSIBLE

Finding aid

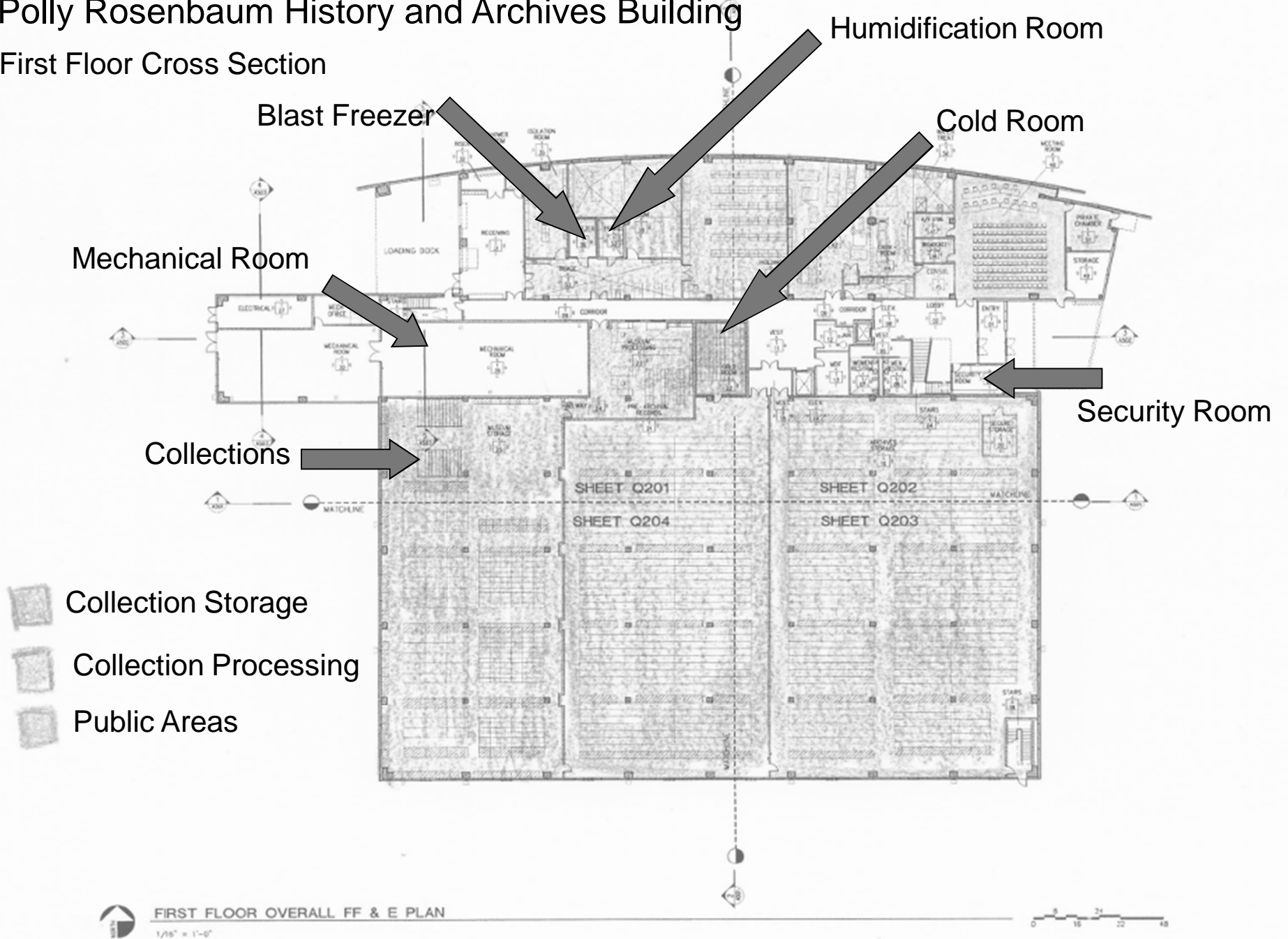
- Historical note
- Scope and content note
- Processing note
- Box and folder inventory
- Location of materials

REFERENCE SERVICES

- On-site patrons
 - Patron interview (what are you researching?)
 - Instruction on how to use one-of-a-kind materials
 - Staff retrieves materials from closed stacks
 - Staff photocopies
 - Camera

Polly Rosenbaum History and Archives Building

First Floor Cross Section



Polly Rosenbaum History and Archives Building

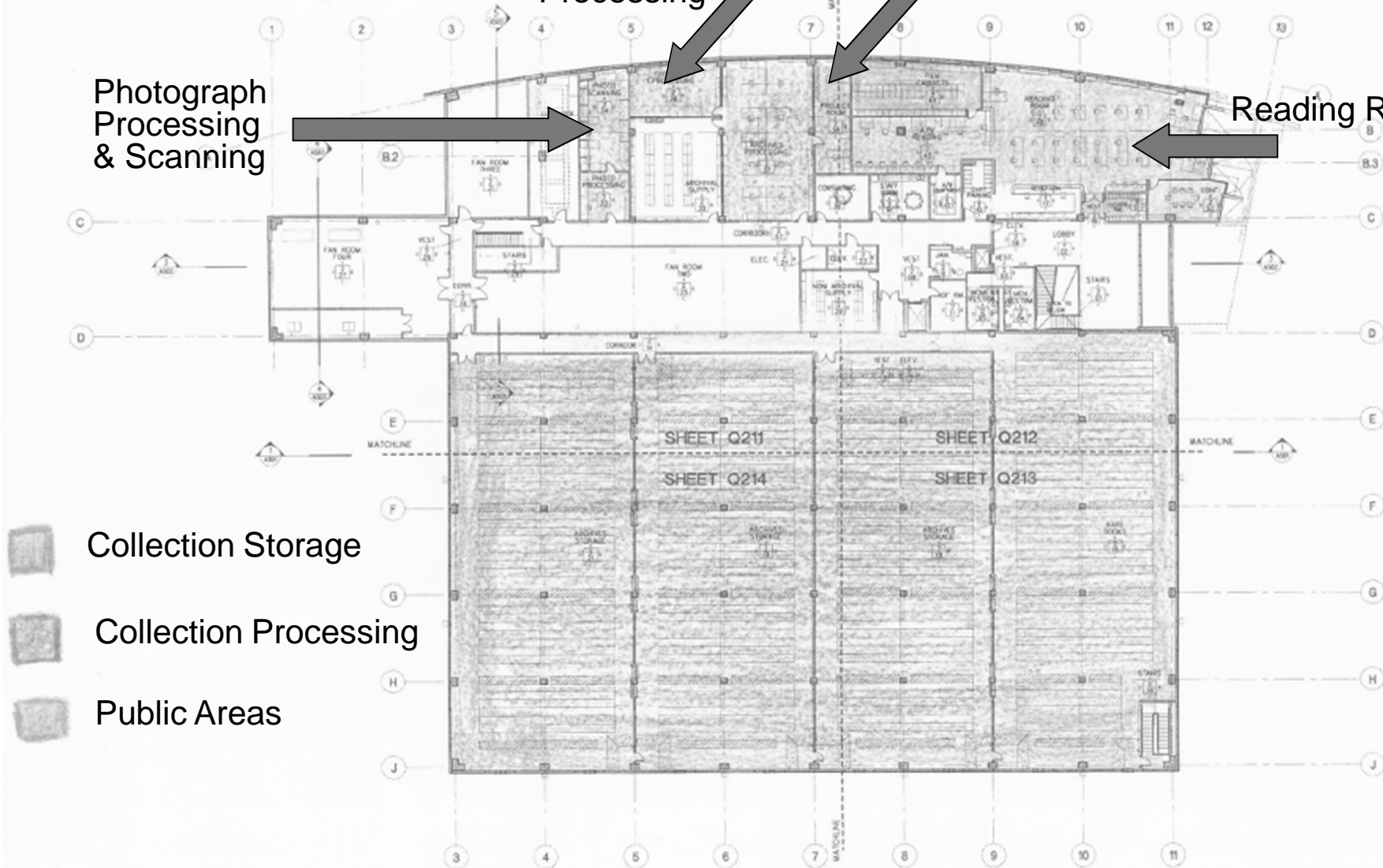
Second Floor

Electronic Records
Processing

Project Room

Photograph
Processing
& Scanning

Reading Room



SECOND FLOOR OVERALL FF & E PLAN

1/16" = 1'-0"











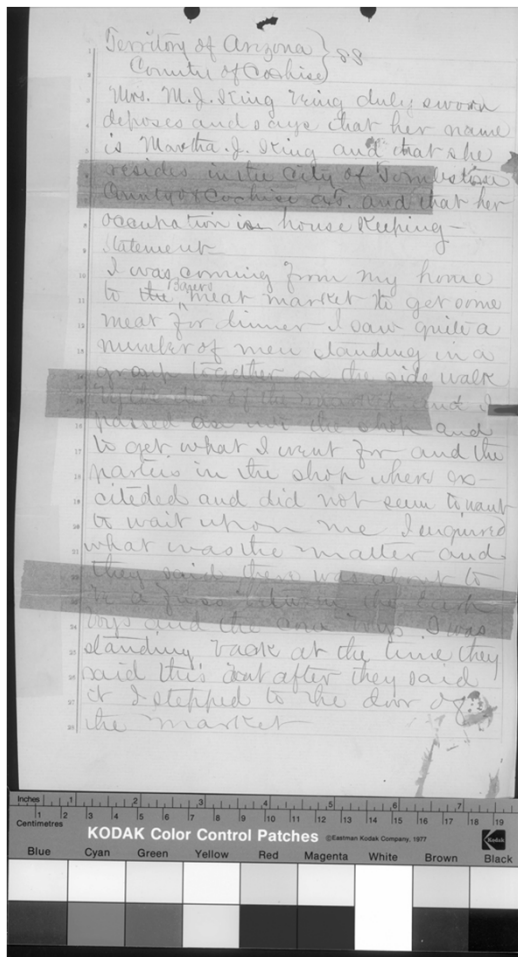








ORIGINAL AND SCAN, OK CORRAL INQUEST



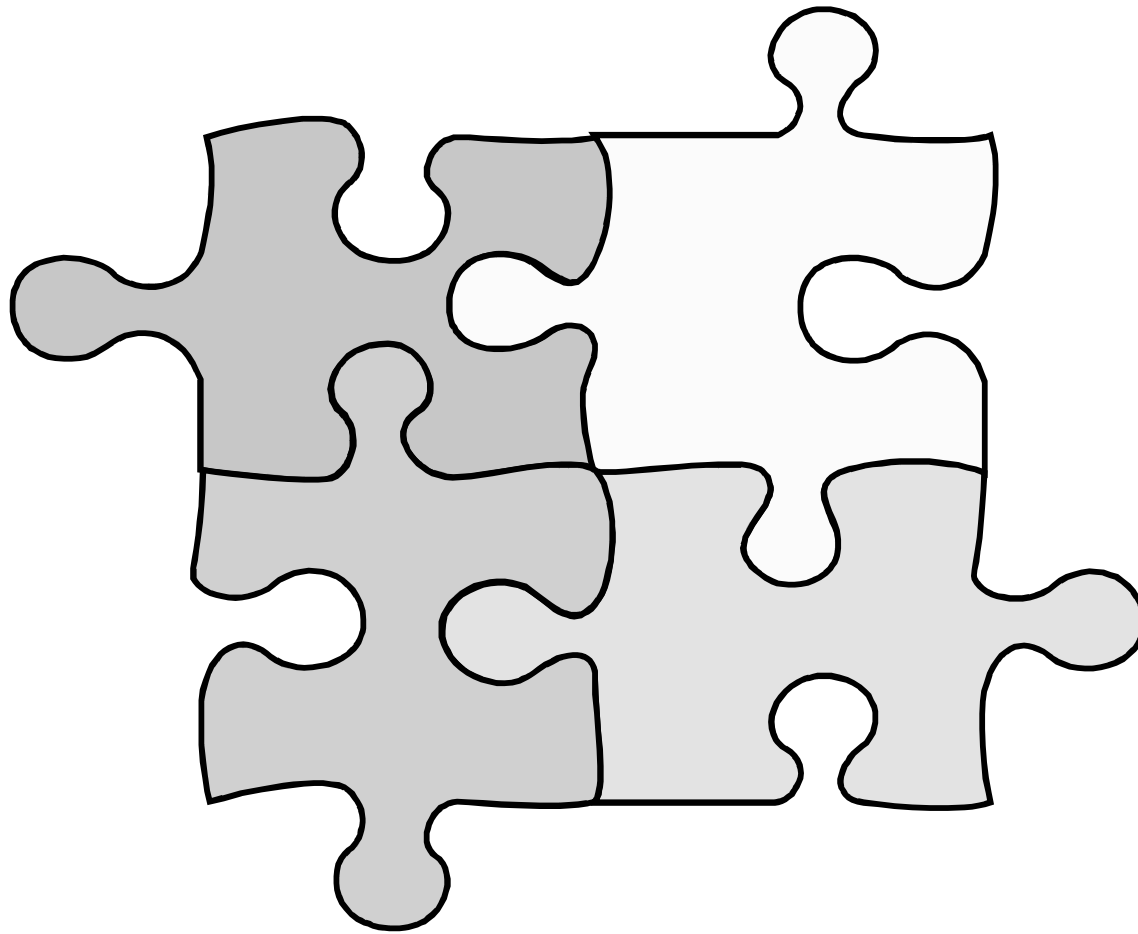
Territory of Arizona } ss
County of Cochise
Mrs. M. J. King being duly sworn
deposes and says that her name
is Martha J. King and that she
resides in the City of Tombstone
County of Cochise Ariz. and that her
occupation is house keeping -
Statement
I was coming from my home
to the meat market to get some
meat for dinner I saw quite a
number of men standing in a
group together on the side walk
by the door of the market and I
passed on into the shop and
to get what I went for and the
parties in the shop where ex-
cited and did not seem to want
to wait upon me I enquired
what was the matter and
they said there was about to
be a fuss between the back
boys and the one boys I was
standing back at the time they
said this but after they said
it I stepped to the door of
the market

THE WORK YOU DO WILL DETERMINE WHAT RECORDS OF ENDURING VALUE SURVIVE

YOUR WORK IS SO IMPORTANT!



TOGETHER, WE PUT THE PIECES TOGETHER



QUESTIONS?



GOT QUESTIONS?



Any Questions?

Please complete an **Evaluation** – in email with on-line session instruction

HELPFUL CONTACTS

Records Management Center (LAPR):

<http://www.azlibrary.gov/records/>

Phone: 602-926-3815

records@azlibrary.gov

Karen Gray

kgray@azlibrary.gov

Phone: 602-926-3817

Jerry Lucente-Kirkpatrick:

jkirkpatrick@azlibrary.gov

Phone: 602-926-3820

Dr. Melanie Sturgeon:

msturgeon@azlibrary.gov

Phone: 602-926-3720

Toll Free: 1-800-228-4710 (Arizona only)

State Ombudsman's Office

<http://www.azleg.gov/ombudsman/default.asp>

State Attorney General – Public Records Publication

<https://www.azag.gov/sites/default/files/sites/all/docs/agency-handbook/ch06.pdf>

AIIM – Global Community of Information Professionals

<http://www.aiim.org/>

ARMA International:

<http://www.arma.org/>

Institute of Certified Records Managers (ICRM):

<http://www.icrm.org/>

National Archives and Records Management (NARA):

<http://www.archives.gov/records-mgmt/>

National Association of Government Archivists and Records Administrators (NAGARA):

<http://www.nagara.org/index.cfm>